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Follow up Nov 14
21

September 5, 1956

File -

MEMORANDUM FOR THE RECORD

SUBJECT: Director's Clipping File

Problem

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[REDACTED] requested that the Records Management Staff to review the Director's Clipping File, pointing out that:

- (1) they had difficulties in locating articles,
- (2) insufficient cross-referencing,
- (3) the classifier was too slow, and
- (4) the volume of files was increasing,

Findings

(1) Difficulties in locating articles was found to be caused by incomplete and improper file designating and folder break-down, and insufficient cross-referencing stemming from increased work-load, personnel turn-over, method of classifying, and misunderstanding the file system. Requests which had required a longer time to service, then normally, were found to be caused by the vagueness, incompleteness or incorrectness of locator information furnished, or the slowness of the classifier.

(2) Insufficient cross-referencing was found to be caused by the file clerk having to use most of her time to make very detailed cross references (quality vs quantity) and having to make extra copies of articles by the use of a slow and expensive photo-copy machine.

(3) The slowness of the classifier was found to be caused by her inability to read rapidly and her inability to concentrate on her work.

(4) The volume of files was found to be increasing because of new clipping requirements and the failure to carry out the previous recommendation to retire inactive material to the Records Center.

Recommendations

(1) To clarify or correct any misconception about the file system, the office personnel should be re-briefed on the file system.

(2) To make most of the extra copies of articles required, a Thermo-Fax Copying Machine, "Secretary" Model should be purchased, and

(3) To use "Thermo-Fax" copies of articles as cross reference sheets.

(4) To send the classifier to the Agency's rapid reading course

(5) To place the classifier in a location where her work would not be interrupted.

(6) To place a definite requirement on the classifier as to the number of articles she is to classify daily.

(7) To review the files to see what material can be immediately retired to the Records Center.

(8) To prepare a Records Control Schedule for the orderly disposition of inactive material in the future.

Accomplishments

(1) The office personnel were re-briefed on the file system. It was especially pointed out to them the way the system could be broken down to a very fine degree thereby increasing the findability of articles. The file system is now currently being administered properly.

(2) The estimated paper cost savings from six months use of the Thermo-Fax Copying Machine, to make the extra copies in lieu of making them by the photo-copy machine, will pay for the machine (\$845-\$520 = \$325). The estimate of 200 plus man-hours will be saved through use of the Thermo-Fax Copying Machine in lieu of the photo-copy machine.

(3) The estimate of 500 plus man-hours will be saved through use of the "Thermo-Fax" copies for cross reference sheets. The annual savings of 4 feet or more of file drawer space used for filing cross references will also be realized since the paper thickness of a "Thermo Fax" sheet is only 0.0011 inch (1000 sheets, 1.1 inches) Compared to the 0.0032 inch (1000 sheets 3.2 inches) thickness of the old cross reference sheet used.

(4) The classifier has attended the rapid reading course, has now been placed in a location where she able to concentrate fully on her work, and has been given a definite number of articles to classify daily which has helped to speed up her work considerably.

(5) The files are now being reviewed by the office personnel to see what material can be retired immediately to the Records Center.

(6) The preparation of the Records Control Schedule has been postponed to a later date because of pending office and personnel changes.

NOTE: It is recommended that we contact and offer to brief the new personnel on the file system and at the same time prepare the Records Control Schedule. This action should be taken about November 14th.

Study conducted: November-December, 1955
January, March-April, 1956

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